

Minutes of the Annual General Meeting

5:30 pm for 6 pm Wednesday 13 September 2023

Birkenhead Town Centre Association Inc

Trading as Birkenhead Village Association (BVA)

Meeting held The Good Home
83 Birkenhead Avenue Birkenhead Auckland

AGM documentation available to attendees prior to meeting

Appendices: A. AGM Minutes 28th September 2022, B. Chairperson's written report, C. Manager's written report, D. Treasurer's Report, E. Performance Report year ended 30 June 2023, F. Audit Report, G. Ratified Annual Plan and Income and Expenditure Budget 2025 (July 2024-June 2025)

1. Present	Adrienne Leslie <i>The Hive Accounting</i> , Andy Winter - <i>Director Engine</i> , Bruce Yarnton <i>Yarntons</i> , Cheryl Posthouwer <i>BASE Accounting</i> , Chris Ott <i>Ott Patisserie</i> , Dominique Tuck <i>Kidzstuff Online</i> , Geoff Harper <i>Auto Super Shoppes</i> , Jude Turner <i>Crave Home</i> , Kae Condon <i>BVA Manager</i> , Melanie Kenrick <i>Kaipatiki Local Board</i> , Simon Condon <i>Northcote College</i> , Steve Simms <i>BBC</i> , Suzanne Harper <i>Auto Super Shoppes</i> , Tony Cradwick <i>Highbury Eye</i>	
2. Apologies	Anne Spero <i>Shoes & Clothing</i> David Brook <i>Landlord</i> Garry Dobby <i>Landlord</i> Jason Yianakis <i>Harcourts Cooper & Co</i> Malcolm & Jeanie Hughes <i>Paperplus</i> Marcus Tetro <i>TMD Consultants</i> Neet <i>Pristine Beauty</i> Pete Taylor <i>Barfoot & Thompson</i> Peter Stoute <i>Birkenhead Optometrists</i> Rami <i>Livewire</i> Rani <i>Temptations lotto</i> Thomas Doo <i>Landlord Birkenhead Square</i>	Resolution 1: to accept the apologies Moved: Jude Turner Second: Andy Winter Carried
3. Confirmation of the 2022 AGM Minutes	Recommendation: That the Minutes of the previous AGM held on Wednesday 28 th September 2022 be confirmed as a true and correct record of the business transacted	Resolution 2: to accept the 2022 AGM minutes as a true record of proceedings. No matters were arising Moved: Jude Turner Second: Dominique Tuck Carried
4. Chair's and Manager's Reports	Chair Jude Turner presented the Chairperson's written report to the 2023 AGM: <ul style="list-style-type: none">The chair welcomed all present.The chair presented their report: Objectives/achievements for the previous 12 months have been met under difficult circumstances.Thanks were extended to the various stakeholders for their support of the BVA and contribution made from the Local Board, local businesses and community.Thanks were extended to Board members with special mention of the Village Manager, Treasurer and Secretary. Manager Kae Condon presented the Manager's written report to the 2023 AGM: <ul style="list-style-type: none">The Manager presented their report.Big thank you to Adrian Tyler/ Melanie Kenrick and the Kaipatiki Local Board for their availability and all their efforts and hard work on behalf of BVA and to the Executive, and the Birkenhead Licensing Trust.	Resolution 3: to receive and accept the Chair's AGM 2023 report Moved: Jude Turner Second: Steve Simms Carried Resolution 4: to receive and accept the Manager's AGM 2023 report Moved: Jude Turner Second: Suzanne Harper Carried

5. Treasurer's Report	<p>Treasurer Adrienne Leslie presented the Treasurer's written report to the 2023 AGM:</p> <ul style="list-style-type: none"> The Treasurer presented their report 	<p>Resolution 5: to receive and accept the Treasurer's AGM 2023 report</p> <p>Moved: Adrienne Leslie Second: Tony Cradwick Carried</p>
a) Annual Report & Audit Report	<p>BVA Annual Report for the year end 30 June 2023 prepared by The Hive Birkenhead was available to AGM attendees:</p> <ul style="list-style-type: none"> Adrienne Leslie made comment concerning depreciation of assets particularly CCTV cameras. <p>BVA Independent Audit Report for the year end 30 June 2023 prepared by Hart & Co North Shore was available to AGM attendees:</p> <ul style="list-style-type: none"> Audit completed 6 September 2023. 	<p>Resolution 6: that BVA receive and approve the Audited Annual Report for the Financial Year 1 July 2022 to 30 June 2023</p> <p>Moved: Adrienne Leslie Second: Andy Winter Carried</p>
b) Proposed Income & Expenditure Budget 2024-2025 Targeted Rate %	<p>Recommendation: That the 2024-2025 Income and Expenditure Budget provided to the members at the AGM, be received and approved as a budget and plan for the 1 July 2024 to 30 June 2025 Financial Year. That the Association note that there will be increase in the Association's BID targeted rate grant for 2024/2025, resulting in a BID targeted rate amount of \$229,027, which is an increase of 6% or \$12,964, to keep pace with inflation as recommended by the Executive Committee on 9 August 2023. Further, ask the Kaipatiki Local Board recommend to the governing body the amount of \$229,027 be included in the Auckland Council draft 2024/2025 annual budget consultation process.</p>	<p>Resolution 7: that Birkenhead Town Centre Associated Inc. receive and approve the proposed income and expenditure budget for the 1 July 2024 to 30 June 2025 Financial Year noting an increase of 6% or \$12,964 as recommended by the Executive Committee on 9 August 2023. Further ask the Kaipatiki Local Board to recommend to the governing body the amount of \$229,027 be included in the Auckland Council draft 2024/2025 annual budget consultation process</p> <p>Moved: Jude Turner Second: Dominique Tuck Carried</p>
c) Business Plan 2024-2025	<p>The Business Plan for the period 1 July 2024 to 30 June 2025 was provided prior to the AGM and discussed by the then committee, following this it was proposed that the AGM membership adopt the 2024-2025 Business Plan for the BVA.</p>	<p>Resolution 8: that BVA approves the Business Plan for the period 1 July 2024 to 30 June 2025. That the Association note that the Executive Committee has authority under the Rules of the Association to make changes to the Business Plan as necessary through the period</p> <p>Moved: Jude Turner Second: Andy Winter Carried</p>

<p>6. Election of Members to Executive Committee</p>	<p>The candidates nominated for the executive committee of BVA were received in line with the constitutional rule 15.</p>	
<p>a) Committee Nominations</p>	<p>The members standing are for nine vacancies plus the Chair. The nominations having been received for the ten vacancies including Chair.</p>	
	<p>An election of members for the Executive Committee shall be carried out in accordance with 15.1.1.</p>	
	<p>As a result AGM BVA members agreed the Committee of the following members:</p>	
	<p>Recommendation: The nominations received for the 2023-2024 BVA Executive are as follows:</p>	<p>Resolution 9: that BVA approves and appoints the executive committee for 2023/2024 as recommended</p>
	<p>Executive committee:</p>	<p>Moved: Andy Winter Second: Adrienne Leslie Carried</p>
	<ul style="list-style-type: none"> • Adrienne Leslie - <i>The Hive Accounting</i> • Bruce Yarnton - <i>Yarntons</i> • Cheryl Posthouwer - <i>Base Accounting</i> • Chris Ott - <i>OTT Patisserie</i> • Dominique Tuck - <i>Kidzstuff Online</i> • Jude Turner - <i>Crave Home</i> • Pete Taylor - <i>Barfoot & Thompson</i> • Steve Simms - <i>BBC</i> • Suzanne Harper - <i>Auto Super Shoppes</i> • Tony Cradwick - <i>Highbury Eye</i> 	
<p>b) Chair, Secretary and Treasurer Nominations</p>	<p>The chair be elected to that position in accordance with rule 15.</p>	<p>Resolution 10: that BVA approves and appoints Jude Turner as chair for 2023/2024</p>
	<p>Recommendation: The nomination for 2023/2024 Chair is Jude Turner.</p>	<p>Moved: Bruce Yarnton Second: Adrienne Leslie Carried</p>
	<p>The appointment of Treasurer shall be carried out in accordance with rule 17.1 at Board meeting:</p>	
	<p>Nominee</p>	
	<ul style="list-style-type: none"> • Adrienne Leslie - <i>The Hive Accounting</i> 	
	<p>The appointment of the Secretary shall be carried out in accordance with rule 16.2 at Board meeting:</p>	
	<p>Nominee</p>	
	<ul style="list-style-type: none"> • Cheryl Posthouwer - <i>Base Accounting</i> 	
<p>7. Appointment of Auditor</p>	<p>Auditor's appointment: BVA are required to appoint an auditor for the following period.</p>	<p>Resolution 11: that BVA appoint Hart & Co as Auditor for the 2023/2024 financial year</p>
	<p>Recommendation: To appoint Hart & Co North Shore as Auditor for 2023/2024</p>	<p>Moved: Jude Turner Second: Steve Simms Carried</p>
<p>8. General Business</p>		
<p>a) Kaipatiki Local Board</p>	<p>Melanie Kenrick presented update from Kaipatiki Local Board</p>	
<p>i. Lighting</p>	<p>Lighting</p>	
	<p><i>Globe Lighting:</i> \$300K approved grant for Globe Lighting will be executed in 3 stages starting with Birkenhead Avenue.</p>	
	<ul style="list-style-type: none"> • concerns raised over bulb colour specification with 'Fire Side Glow' preferred; and • consistency essential. • prototype desirable. 	
	<p><i>Crossing Lighting:</i> \$1M AT funding for Crossing Light upgrade to new Standards.</p>	

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| <p>ii. Security Funding</p> | <p>Security Funding
\$48K funding allocated for Security with suggestion that \$20K to be allocated to BVA. Final decision to be made at next Kaipatiki Board business meeting.
Local board is investigating:</p> <ul style="list-style-type: none"> • Community Patrol, a Police funded initiative limited to 50 volunteers using Police provided 'marked' cars; • Neighbourhood Watch; • prevention measures such as tamper proof Licence Plates and Trade tool engraving. <i>Suzanne and Geoff Harper said they have worked with MTA to provide free anti tampering License plate screws. and</i> • Planter boxes and bollards. <i>Tony commented Council has a lot of restrictions/requirements around planter boxes.</i> |
| <p>iii. Walks</p> | <p>Walks
Re opening of the local walks after the floods and slips is a work in progress:</p> <ul style="list-style-type: none"> • Le Roy Terrace to Le Roys bush is due to open by the end of year; • Glade Place is open. <p>Bridges and steps were covered under insurance.</p> |
| <p>iv. Urban Development</p> | <p>Urban Development
Intensification is on hold and likely to be restricted to areas where infrastructure upgrades are planned.</p> |
| <p>v. Ferries</p> | <p>Ferries
Fullers has ended their contract. New contractor starts 1st October. Fullers has been training staff.
AT has indicated commitment to Ferries in long term transport plan with future investment in Electric Ferries.</p> |
| <p>vi. Slip Prevention</p> | <p>Slip Prevention</p> <ul style="list-style-type: none"> • Investment in future proofing against slips. |
| <p>vii. Heritage Trail</p> | <p>Birkenhead Heritage Trail</p> <ul style="list-style-type: none"> • launched |
| <p>b) Powerpoint Presentation</p> | <p>BVA Manager Kae Condon played Powerpoint Marketing Promotion and Events Snapshot of the Village for the year 1st July 2022 to 30th June 2023. to Katy Perry's Resilient.</p> |
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Meeting closed at 7.00 pm